

REQUEST FOR CLARIFICATION/INTERPRETATION

TO:	Name and Title: All State Staff	FROM:	Name and Title: Jannis Conselyea, Chief
	Organizational Unit: Developmental Disabilities Program		Organizational Unit: Program Support
	Address: State Of Montana		Address: 111 Sanders, Helena, Montana

1. TYPE OF REQUEST: **X** Follow-up to Verbal Request - Date of Verbal Request: _____ Written Request

2. STATEMENT OF QUESTION OR ISSUE: what is the process for determining OUT OF STATE ELIGIBILITY for Developmental Disabilities Services?

3. ANSWER: When a person from out of State inquires about receiving Developmental Disabilities Services in Montana the person should be referred to the Regional Manager in the area where the person would like to receive services. The Regional Manager will provide information about services in Montana, eligibility requirements, the waiting lists and the screening process. If the person wants to pursue services in Montana now or in the future the Regional Manager will then assign a Quality Improvement Specialist (QIS) to provide guidance to the person.

A Quality Improvement Specialist assigned to provide an out of state person with guidance will send written information to the person: 1) stating that Developmental Disability Services are not entitled services in Montana; and 2) describing the procedures and criteria that govern acceptance into the various types of Developmental Disability Services. The information will explain that: 1) a determination of whether the person meets the definitional eligibility for services may be determined while a person is residing out of state but that the determination does not constitute acceptance into services; 2) if a person is determined to meet the definitional eligibility, the person's name will be placed onto a list used for planning purposes of persons who may be in need of services in the future; 3) upon moving to Montana the person will need to apply for Medicaid eligibility through an Office Of Public Assistance; 4) upon moving to Montana the person will be eligible for case management services; 5) upon entering into case management services the Case Manager will have completed the further measures necessary to be considered for acceptance into services, including the write up of a Referral for the person that presents the person's needs and wants and the development of a MONA which provides an estimation of the costs to provide appropriate services to the person; 6) with the completion of the Referral and the MONA, the person will be placed on a waiting list along with the person's preferences for services and locations; and 7) a description of the process used to select persons to be offered service opportunities as they become available.

The Quality Improvement Specialist will inform the person of the information that is necessary to determine whether one meets the definition criteria for eligibility including the results of a current Psychological Evaluation and a Vineland-II Adaptive Behavior Assessment completed by persons qualified to administer them. The Quality Improvement Specialist will request that the person obtain the information from providers in their state and have it sent to them. After they receive the information the Quality Improvement Specialist will submit the required documents to the Eligibility Specialist who will conduct the Eligibility Determination in accordance with the criteria and protocols established in the Developmental Disabilities Program's published documents: Determining Eligibility for Persons with Developmental Disabilities in Montana by William Cook, Ph.D. The Eligibility Specialist will send the Eligibility Determination Notification Letter via mail to inform the person of whether they have been found to meet the definitional criteria for eligibility or not for Developmental Disabilities Services in Montana. The Regional Office will also be notified. If the person has been found to meet the definitional criteria for services the Eligibility Specialist will send a copy of the Request For Services Notice for Out of State Individuals.

Approved and Issued by: _____ Program Director

Date: 10/23/12

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